

CITY OF MANCHESTER

PLANNING AND ZONING COMMISSION MEETING MINUTES MARCH 14, 2016

COMMISSIONERS

Jason Truesdell, Chairman (2018)
James Labit, Secretary (2016)
Joni Korte (2016)
Nelson Nolte (2019)
Jack Fluchel (2019)
Mark Smith (2018)
Dave Willson, Mayor

CITY OFFICIALS AND STAFF

Mike Clement, Alderman, Ex-Officio member
Erika Kennett, Director of Planning & Zoning
Kimberly Fels, Recording Secretary

CASES

REPRESENTATIVES OF CASES

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| <p>A. CASE #16-TXT-001 – A text amendment is proposed to Section 405.610 of the City of Manchester’s Zoning Code to modify the Fence Types and Height in Residential Zoning Districts.</p> <p>B. CASE #16-SUP-002 – A request for a Special Use Permit has been made by Ketrill Blanton of Back on the Rack Consignment Boutique to allow the use of resale clothing at 801 Second Street. The property is zoned PBD – Planned Business Development District.</p> <p>C. CASE #16-SP-003 – A request for Site Plan Approval has been made by Noel Fehr for a new single family dwelling to be constructed at 1150 Carman Rd. The property is zoned R-2A Single Family Residential.</p> <p>D. CASE #16-TXT-002 – A text amendment is proposed to Section 405.285.C.18 of the City of Manchester’s Zoning Code to allow for a Special Use of Financial Institutions.</p> <p>E. CASE #16-SUP-003 – A request for Special Use Permit has been made by Gary Follman of Follman Real Estate to allow a Financial Institution with a Drive Thru to be located at 14422 Manchester Road. The property is zoned PBD – Planned Business Development District.</p> <p>F. CASE #16-SP-004 – A request for Site Plan Approval has been made by Gary Follman of Follman Real Estate for a Financial Institution with a Drive Thru to be constructed at 14422 Manchester Road. The property is zoned PBD – Planned Business Development District.</p> | <ul style="list-style-type: none">• Director Erika Kennett
14318 Manchester Road
Manchester, MO 63011
636-227-1385• Ketrill Blanton
Back on the Rack Consignment
801 Second Street
Manchester, MO 63021
314-963-7575• Noel Fehr
10 Le Tour Court
St. Louis, MO. 63021
314-518-4648• Director Erika Kennett
City of Manchester• Gary Follman
Follman Real Estate Services, LLC
9990 Old Olive St. Rd., Ste. 103
St. Louis, MO 63141
314-997-5302• Gary Follman
Follman Real Estate Services, LLC |
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1. CALL TO ORDER

Chairman Truesdell called the Planning and Zoning meeting of March 14, 2016 to order at 7:02 p.m.

2. ROLL CALL

Chairman Truesdell asked the Recording Secretary to take roll.

Commissioner/Secretary James Labit	Present	Chairman Jason Truesdell	Present
Commissioner Jack Fluchel	Present	Commissioner Mark Smith	Present
Commissioner Joni Korte	Present	Alderman Mike Clement	Present
Commissioner Nelson Nolte	Present	Erika Kennett, Director	Present
Mayor David Willson	Excused	Kimberly Fels, Recording Secy	Present

3. APPROVAL OF MINUTES

Chairman Truesdell asked if there were any changes to the minutes from the February 22, 2016 meeting. Director Kennett recommended that former Commissioner Tom Brown's name be replaced for Commissioner Nelson Nolte's name. Commissioner Labit made the motion to approve the minutes of February 22, 2016 as amended. Motion seconded by Commissioner Fluchel; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	1

4. APPROVAL OF AGENDA

Chairman Truesdell made the motion to modify the agenda by moving the new business prior to the old business. Commissioner Fluchel seconded; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	1

Commissioner Labit made the motion to approve the agenda as amended. Commissioner Fluchel seconded; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	1

5. NEW BUSINESS

A. CASE #16-SUP-002 – A request for a Special Use Permit has been made by Ketrill Blanton of Back on the Rack Consignment Boutique to allow the use of resale clothing at 801 Second Street. The property is zoned PBD – Planned Business Development District.

Speaking for the case was Ms. Ketrill Blanton who is owner of Back on the Rack Consignment Boutique. At the present time, Ms. Blanton has been granted occupancy and a business license to run an antique furniture shop at 801 Second Street. She is seeking a Special Use Permit to also sell clothing on consignment at her location.

Director Kennett confirmed that a Special Use Permit is required for Ms. Blanton to include a line of clothing resale in her business already located within the PBD. The use would not expand on the

parking requirements already maintained by Ms. Blanton for her antique shop, but the Special Use Permit would allow her to include another line of retail in her shop.

Commissioner Korte asked if Ms. Blanton felt she had sufficient parking to meet the needs of her additional retail line. Ms. Blanton agreed that she was confident in the amount of parking provided, and that it was very similar to her parking used in a former business location. Commissioner Korte asked how many employees Ms. Blanton had at Back on the Rack. Ms. Blanton confirmed there were three employees, not including herself. And that there was never more than herself and one additional employee at the shop at any given time.

Commissioner Labit asked how the Second Street location was working, so far, for Ms. Blanton's antique shop. Ms. Blanton confirmed that it was a little tricky for some patrons to find her location, but that she hoped that recognition would improve once she got a permanent sign on her building.

Commissioner Fluchel made the motion for a favorable recommendation of the Special Use Permit request of CASE #16-SUP-002. Commissioner Labit seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	1

- B. CASE #16-SP-003** – A request for Site Plan Approval has been made by Noel Fehr for a new single family dwelling to be constructed at 1150 Carman Rd. The property is zoned R-2A Single Family Residential.

Speaking for the case was property owner Mr. Noel Fehr. Mr. Fehr was seeking Site Plan approval for the construction of a new single family residence. There was an existing structure on the property when Mr. Fehr originally purchased the property; since then, the structure has been demolished and completely removed.

Director Kennett confirmed that Mr. Fehr's submittal was complete with the Site Plan. The lot coverage of impervious surfaces shows within the 20% range, and therefore, does not trigger any mandated storm water quality measures by the City. Staff had no objections to the Site Plan approval.

Commissioner Fluchel asked if the circular driveway has been approved. Mr. Fehr relayed that the actual permit has expired for the construction of a permanent circular driveway, but the preliminary conversations with the County lead him to expect the drive to be approved again.

Alderman Clement noted that there has been a decent amount of dirt already brought in for the location; he asked what that was going to be used for. Mr. Fehr said that they were trying to build the front elevation up so that there would not be such a drastic drop from Carman Road. They were wanting to make a gradual decline to the rear of the property. Alderman Clement asked what the timeline for the house to be built was. Mr. Fehr replied that he would hope to start in May and have everything completed by winter.

Commissioner Labit asked for clarification regarding the exterior of the house. Mr. Fehr confirmed the main panels would be a cement fiber panel, with some stone veneer and cedar accents.

Commissioner Korte asked about the drainage for the property, especially in relating to the impervious surface on the lot. Mr. Fehr confirmed that there would be standard drain spouts around the house and would run toward the west side of the property towards an MSD storm-water channel.

Chairman Truesdell was pleased that the plans seemed to continue the stream of revitalization of the area. Commissioner Nolte made the motion for approval of the Site Plan review on CASE #16-SP-003. Commissioner Labit seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	1

- C. CASE #16-TXT-002** – A text amendment is proposed to Section 405.285.C.18 of the City of Manchester’s Zoning Code to allow for a Special Use of Financial Institutions.

Director Kennett represented this case. Ms. Kennett said that in the course of referencing the City Code, a use that has been allowed in the majority of Commercial districts is financial institutions; however, it has been brought to Staff’s attention that the use of ‘financial institutions’ is not expressed at all in the PBD. It seems that this may have been an oversight, being that financial institutions fall within the spirit of the PBD. By including ‘financial institutions’ as a Special Use, all applicants representing a financial institution (drive-thru or not) would have to come before both the Commission and the Board of Alderman.

Chairman Truesdell confirmed that the only amendment to the Code would be to add ‘financial institutions’ as a use allowed within the PBD under Special Use Permitting conditions. Director Kennett confirmed a financial institution would have to apply for a special use regardless of whether there would be a drive-thru proposed or not. Chairman Truesdell asked if this amendment was approved or recommended by the City Attorney. Ms. Kennett confirmed that the City Attorney drafted the modification ordinance found at the end of the text amendment documents.

Commissioner Labit wanted to give some background on the original drafting of the PBD special use section. As he was on the original small committee working with the PBD, he believes there was just an oversight of the committee in including financial institutions, and that he believes it to be a good addition to the section.

Commissioner Labit made the motion for a favorable recommendation of the text amendment of CASE #16-TXT-002. Commissioner Fluchel seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	1

- D. CASE #16-SUP-003** – A request for Special Use Permit has been made by Gary Follman of Follman Real Estate to allow a Financial Institution with a Drive Thru to be located at 14422 Manchester Road. The property is zoned PBD – Planned Business Development District.

Speaking for the case was Mr. Gary Follman of Follman Real Estate. Mr. Follman was in representation of Neighbors Credit Union, one of the larger Credit Unions in the Metropolitan area. Neighbors CU has the property at 14422 Manchester Road currently under contract. At present, there is a large wood-framed structure that has been expanded multiple times on the premises. The plan is to demolish the current building, revitalize the lot, and erect a branch facility for the credit union.

Chairman Truesdell asked what would happen to the current tenants of the property. Mr. Follman said that they would be asked to relocate in a timely manner.

Director Kennett gave the Staff Report. She said that Mr. Follman has put together a wonderful site packet. Coupled with the Site Plan, this continues a significant change to the cosmetic makeup of the western end of Manchester Road. Ms. Kennett continued to say that the ingress/egress of the property would remain the same.

Commissioner Labit directed a question to Staff as to whether this project fit in line with the plan, being that this was located in the Planned Business Development District. Director Kennett and Alderman Clement both agreed that this fit within the spirit and revitalization of the area. There is not a specific developer taking hold of this district. Alderman Clement confirmed that the establishment of the PBD was to provide a direction for developments such as being proposed by Neighbors Credit Union.

Commissioner Nolte asked about the front setback of the proposed new location, noting that it seemed placed back further from Manchester Road than the present building. Mr. Follman confirmed that the existing building is close to Manchester Road, but that the Credit Union would be located back from the road with a landscape buffer on Manchester Road and Louis Avenue. Commissioner Nolte also asked about the timeline for the project. Mr. Follman answered (assuming the approvals) Neighbors would want to give the sole tenant a 30-day notice under the terms of the lease, but then move ahead right away with raising the building and start construction.

Commissioner Korte asked how many other locations there were, presently, of Neighbors Credit Union. Mr. Follman replied that there were half a dozen, with the headquarters being located on South Lindbergh. Commissioner Korte referenced the set hours of the proposed Neighbors Credit Union being 9 a.m. – 7 p.m. Mr. Follman confirmed that they are including a new teller process where there will be a few “ITM’s” (Interactive Teller Machine) which are a little different from the traditional “ATM’s.” The ITM will be a machine that will connect to a live teller at a remote location throughout the whole transaction.

Chairman Truesdell made the motion for a favorable recommendation of the Special Use Permit request of CASE #16-SUP-003 conditional to the approval of the text amendment (CASE #16-TXT-002) allowing for financial institutions as a special use within the PBD. Commissioner Fluchel seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	1

- E. CASE #16-SP-004** – A request for Site Plan Approval has been made by Gary Follman of Follman Real Estate for a Financial Institution with a Drive Thru to be constructed at 14422 Manchester Road. The property is zoned PBD – Planned Business Development District.

Speaking for the case was Mr. Gary Follman of Follman Real Estate. Mr. Follman was in representation of Neighbors Credit Union. They have already done the Civil Engineering on the location and look to keep the elevations pretty close to what they are currently. There also is adequate drainage in place.

Director Kennett reported that the Site does not trigger any mandated storm water measures, but that the Credit Union will continue to work through the County and MSD to make this project come to fruition. The parking requirements are met with over 20 parking spaces available. Staff has no objections for the Site Plan approval.

Commissioner Labit asked for clarification regarding the building and parking lot elevation in conjunction with the base flood elevation. Mr. Follman referenced that their established civil engineer, as well as the City’s engineer have both looked at the plans and have given floodplain approval. Commissioner Labit wanted to make Mr. Follman aware that if the flood stage were met, then 60% of the parking lot would potentially underwater.

Commissioner Korte confirmed with Mr. Follman that the flow of traffic into the ‘ATM/ITM’ lanes will run north to south. Mr. Follman referenced that there will be a counter-clockwise flow of traffic.

Chairman Truesdell made the motion for approval of the Site Plan review on CASE #16-SP-004 with the condition that the foregoing Text Amendment (CASE #16-TXT-002) and Special Use permit

(CASE #16-SUP-003) be approved by the Board of Alderman. Commissioner Fluchel seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	1

6. OLD BUSINESS

- A. **CASE #16-TXT-001** – A text amendment was proposed to Section 405.610 of the City of Manchester’s Zoning Code to modify the Fence Types and Height in Residential Zoning Districts.

Director Kennett represented the case. Ms. Kennett reiterated that, prior to her arrival, a necessary definition was given to “Sight Distance Triangle” in the City of Manchester’s Code. This text amendment will allow for continuity throughout the Code by including the definition of “Sight Distance Triangle” in the portion of the code pertaining to Fence Types and Height in Residential Zoning Districts.

Commissioner Nolte suggested to keep the existing language of Section 405.610.A and to also include the Staff recommended language regarding sight distance triangle at the tail-end of the paragraph. Thus reading at the last sentence of 405.610.A, “On a corner lot, the structure may not extend beyond the building line on either side of the yards adjacent to the two (2) streets AND a fence may not encroach upon the sight distance triangle as defined in Section 405.060 of this Code.” With including both types of language regarding fences on corner lots, then there is extra protection to keep an open sight for motorists and residents alike. Chairman Truesdell, Fluchel and Labit confirmed that they saw the benefit of keeping both types of language in this section of the Code.

Commissioner Nolte made the motion to recommend the text amendment for CASE #16-TXT-001 read for the last sentence of Section 405.610. A as, “On a corner lot, the structure may not extend beyond the building line on either side of the yards adjacent to the two (2) streets AND a fence may not encroach upon the sight distance triangle as defined in Section 405.060 of this Code.” Chairman Truesdell seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	1

7. PLANNING AND ZONING DIRECTOR’S REPORT

Director Kennett announced that March has been an exciting month so far. Staff has been busy since the weather is warming. Business Licenses are in the final days for renewal. Also, the Planning and Zoning Department is still down a part-time Code Enforcement Officer; Mr. Fox is extremely busy with his duties of code enforcement. There is a goal to move the packets for the Planning & Zoning Commission toward electronic packets so that we can make the best use of Staff’s time and resources.

Actual construction for Culver’s is beginning with an official “ground-breaking” ceremony occurring at 14445 Manchester Road for the restaurant. Also, KMOV is going to highlight Manchester for the great projects that are happening. Joey B’s is holding a job fair and looking to hire nearly 200 employees. And Academy Sports has begun the demolition and renovation for the 14250-14264 section of Manchester Road. There are many great projects moving forward in the City.

8. EX-OFFICIO’S REPORT

Alderman Clement said that the Board of Alderman have been dealing mostly with approving purchases and awarding funding to things approved in the budget.

9. COMMENTS FROM THE PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission protested the movement toward electronic packets, noting the uncertainty of execution. Chairman Truesdell asked about the Shell station at Manchester and 141 which is no longer operable. Director Kennett confirmed there is nothing in the works, as of yet, for that location. Chairman Truesdell also asked about the Manchester Athletic Association, with specific context as to the ownership, remarking that there has been a movement of baseball teams from Manchester toward other areas with more up-to-date facilities.

10. ADJOURNMENT

Commissioner Labit made the motion to adjourn the Planning and Zoning Commission meeting of March 14, 2016 at 8:10 p.m. Motion seconded by Commissioner Fluchel; motion approved by voice vote. The vote taken was recorded as follows:

Ayes	Nays	Abstentions	Excused
6	0	0	1

Respectfully submitted by:
Kimberly Fels, Recording Secretary
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